



Court Administrator Administrative Assistant

Details

Job ID : 471

Title : Court Administrator Administrative Assistant

Job Code : 436

Salary : \$1,667.00 (Monthly)

Grade : 4

Tenured : NO

Job Departments

- Circuit Court

Purpose

Responsible for administrative and clerical duties supporting the Court Administrator Office.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 1 Year of Work Experience

Job Skills/Abilities

- Basic computer skills
- Effective communication skills - written and oral

Job Duties

- May answer phone calls
- May prepare and maintain a variety of documents and records, including databases
- May monitor and order supplies and/or equipment
- May assist with duties such as special projects, compilation of jury lists, or other related tasks
- May perform other duties as assigned



Judicial Secretary

Details

Job ID : 400

Title : Judicial Secretary

Job Code : 435

Salary : \$1,667.00 (Monthly)

Grade : 4

Tenured : NO

Job Departments

- Circuit Court
- Family Court

Purpose

RESPONSIBLE FOR PROVIDING GENERAL SECRETARIAL FUNCTIONS SUCH AS TYPING, FILING, STENOGRAPHY, OR TRANSCRIBING USING DICTATION EQUIPMENT.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 1 Year of Related Experience

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- TYPE CORRESPONDENCE, COURT ORDERS, REPORTS AND OTHER MATERIAL FOR THE JUDGE
- PROOFREAD DOCUMENTS FOR ACCURACY
- TAKE DICTATION IN SHORTHAND OR USE OF DICTATION EQUIPMENT AND TRANSCRIBE
- SERVE AS RECEPTIONIST
- MAY KEEP APPOINTMENT CALENDAR FOR JUDGE
- MAY DEVELOP AND MAINTAIN RECORD-KEEPING FILING SYSTEMS FOR OFFICE EFFICIENCY
- OPERATE VARIOUS OFFICE EQUIPMENT
- MAINTAIN OFFICE-FILING SYSTEM
- OTHER DUTIES AS ASSIGNED



Law Clerk

Details

Job ID : 401

Title : Law Clerk

Job Code : 835

Salary : \$2,185.00 (Monthly)

Grade : 0

Tenured : NO

Job Departments

- Circuit Court
- Family Court

Purpose

RESPONSIBLE FOR PERFORMING UNDER THE DIRECT SUPERVISION OF A JUDGE AND ENGAGING IN PROFESSIONAL LEGAL WORK PERTAINING TO THE COURT'S DOCKET

Required Qualifications

Education : Graduate of Accredited Law School

Education Substitute : None

Experience : None

Job Required Knowledge

- MUST BE A MEMBER OF THE KY BAR ASSOCIATION OR BE TAKING EVERY REASONABLE STEP TO GAIN ADMISSION

Job Skills/Abilities

- EXCELLENT FORMAL WRITING SKILL
- EXCELLENT INTERPERSONAL COMMUNICATION SKILLS

Job Duties

- PERFORM LEGAL RESEARCH AND RECORD ANALYSIS PERTAINING TO CASES BEFORE THE COURT
- PREPARE LEGAL MEMORANDA REPORTING RESULTS OF RESEARCH
- ASSIST COURT IN EDITING AND RELEASE OF OPINIONS.
- ASSIST COURT IN PREPARING JURY INSTRUCTIONS
- ADVISE COURT AS TO CURRENT CHANGES IN THE LAW AND RECENT DECISIONS
- OTHER DUTIES AS ASSIGNED.



Legal Assistant

Details

Job ID : 403

Title : Legal Assistant

Job Code : 535

Salary : \$1,661.00 (Monthly)

Grade : 0

Tenured : NO

Job Departments

- Circuit Court

Purpose

RESPONSIBLE FOR PERFORMING LEGAL WORK AS AN ASSISTANT TO JUDGE.

Required Qualifications

Education : 2 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : None

Job Required Knowledge

- 2 YEAR DEGREE MUST BE A PARALEGAL DEGREE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Preferred Knowledge

- EXPERIENCE IN A LEGAL FIELD WILL SUBSTITUTE FOR EDUCATION

Job Duties

- PERFORM LEGAL RESEARCH ASSISTANCE TO COURT
- RESEARCH LAW, INVESTIGATE FACTS, AND PREPARE DOCUMENTS
- RESEARCH AND ANALYZE LAW SOURCES SUCH AS STATUTES, RECORDED JUDICIAL DECISIONS, LEGAL ARTICLES, AND LEGAL CODES
- OTHER DUTIES AS ASSIGNED.